

PURPOSE

Out of respect for our customers, employees should project a professional image. The purpose of this policy is to define the appearance standards for the Michigan Department of Health and Human Services (MDHHS) employees to use as guidance in their day to day business wear and grooming.

DEFINITIONS

Appropriate Attire

Clothing that is neat and clean and that projects a professional image appropriate to the employee's work environment.

Inappropriate Attire

The following list of inappropriate attire is an example, not a complete list of clothing that is unacceptable for:

- Sweatpants.
- Wind suits.
- Shorts.
- Bib overalls.
- Leggings.
- Halter tops, midriff tops, or see through clothing.
- Beach footwear (open toe sandals are allowed).
- T-shirts with offensive slogans or pictures.
- Clothing that advertise(s) products or display messages that are inappropriate within the workplace or that are sexually suggestive in nature.

Grooming

- Activities done to make appearance neat and clean.

Casual Day

A casual day is described as a work day when an individual is not scheduled to meet with external customers or meet with individuals which would require appropriate business attire.

POLICY

All MDHHS employees are representatives of the department and contributors to the professional image of the department. All employees must practice good grooming and dress appropriate to a

business setting and the day's activities. These standards are based on the need to provide a safe, clean and positive work environment and to maintain a respectful image for our customers and clients.

Many employees may routinely work in locations that are not office environments and the nature of their work requires attire to be practical, comfortable, clean and safe. In those situations, attire should be appropriate for the work and work setting, including safety attire as needed. Refer to your bureau/office/MDHHS hospital/center or facility for specific guidelines.

Casual Fridays are not used within MDHHS. Instead, casual days are days when an employee's attire may be more relaxed than on days when there is a business necessity to dress in a more professional manner.

Casual attire does include denim jeans, capris, etc. In essence, employees will be allowed to dress casual; but at all times must appear professional, appropriate for their day's agenda and in compliance with this policy.

Employees who are not in compliance with the guidelines will be required to comply in a timely manner which may require the employee to leave the workplace utilizing leave credits or lost time. Flagrant or repeated violations may result in corrective and/or disciplinary action.

REFERENCES

None

CONTACT

Questions concerning this dress code should be referred to the Office of Human Resources at MDHHS-Human-Resources@michigan.gov or 517-335-0968.